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ABSTRACT

The monthly newsletter of the National AppleWorks Users Group (NAUG), "The AppleWorks Forum," serves as a clearinghouse for user-discovered applications and work-arounds. This article presents 10 of the most popular suggested applications for the program, including the development and use of word processing templates, the installation of multiple printers in AppleWorks, using cursor movement commands, controlling page breaks, creating categories in databases, customizing databases layout, using the Apple V command, printing text on labels, using spreadsheets, and mail merging. (DB)

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AppleWorks Forum

The Monthly Publication of the National AppleWorks Users Group

Our Ten Favorite AppleWorks Tips

by

Warren Williams and Cathleen Merritt

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AppleWorks Forum

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Our Ten Favorite AppleWorks Tips

by Warren Williams and Cathleen Merritt

If you stretch your imagination, you can find some commonality between paper clips and AppleWorks. Although both were developed to serve specific functions, both now serve purposes never imagined by their inventors. Like the long-forgotten inventor of the paper clip, the creator of AppleWorks left it for others to discover ways to use the flexibility of his program.

AppleWorks users soon learned the value of sharing their discoveries; facilitating this sharing became one of the major goals of NAUG, the National AppleWorks Users Group. NAUG now serves as a clearing house for user-discovered applications and work-arounds.

In the six years since its foundation, NAUG's monthly newsletter, the ***AppleWorks Forum***, has published more than 1,000 articles filled with tips, work-arounds, and suggested applications for the program. Here are our favorites; some are documented in the AppleWorks manuals, others are not.

I. Develop and Use Templates

A template is an incomplete word processor document, data base, or spreadsheet that can serve as a model for your work. Templates provide a structure for a letter, report, spreadsheet, or other AppleWorks application.

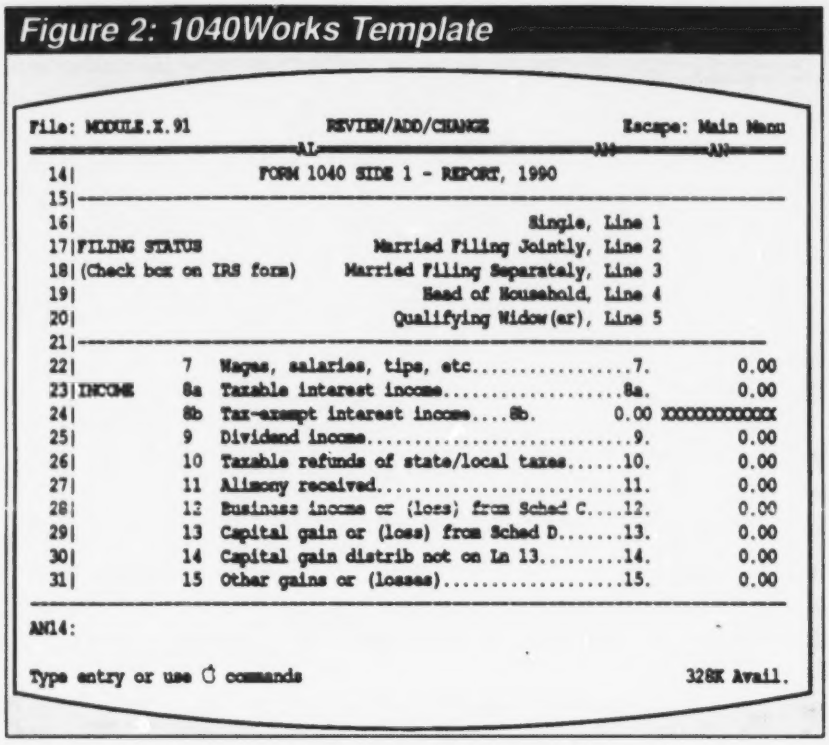
Figure 1: Word Processor Template

```
                    James Doe
                123 Anywhere Street
                Somewhere, US 12345


^

[Recipient]
[Address]
[Address]
[City,State,Zip]

Dear Sir or Madam:

On [date] I placed a telephone order for [item] from your
catalog and charged the payment to my MasterCard. As of this
date, I have not received the item nor word of when it
should arrive.

Please notify me as to the status of this order.

Yours truly,

James Doe
```

To develop a word processor template, you prepare an incomplete document that you store in a file. For example, the template in *Figure 1* is the framework for a letter of complaint you could send to a mail order company. To complete the letter, you change the name of the file (so you don't overwrite the original template on the disk), replace the appropriate lines with the recipient's name and address, and enter

12015361

Figure 2: 1040Works Template


File: MODULE.X.91 REVIEW/ADD/CHANGE Escape: Main Menu
14| FORM 1040 SIDE 1 - REPORT, 1990
15|
16| Single, Line 1
17|FILING STATUS Married Filing Jointly, Line 2
18|(Check box on IRS form) Married Filing Separately, Line 3
19| Head of Household, Line 4
20| Qualifying Widow(er), Line 5
21|
22| 7 Wages, salaries, tips, etc.....7. 0.00
23|INCOME 8a Taxable interest income.....8a. 0.00
24| 8b Tax-exempt interest income....8b. 0.00 XXXXXXXXXXXX
25| 9 Dividend income.....9. 0.00
26| 10 Taxable refunds of state/local taxes.....10. 0.00
27| 11 Alimony received.....11. 0.00
28| 12 Business income or (loss) from Sched C....12. 0.00
29| 13 Capital gain or (loss) from Sched D.....13. 0.00
30| 14 Capital gain distrib not on Ln 13.....14. 0.00
31| 15 Other gains or (losses).....15. 0.00
AN14:
Type entry or use ⌘ commands 328K Avail.

the item description and date you placed your order. The caret mark (^) after the letterhead represents the use of AppleWorks 3.0's Print Date function; AppleWorks will replace the caret mark with the current date when you print the document.

Although word processor templates can ease your work, it is the spreadsheet environment that shows the true strength of templates. You can develop or buy generalizable templates for almost any application. You load the template on the AppleWorks desktop, change the file name, and enter your data. The formulas built into the template do all the work.

Figure 2 presents a small segment of the 1040Works tax templates on the AppleWorks screen. These are professionally developed templates that use AppleWorks' spreadsheet module to compute your Federal Income Tax liabilities and print the necessary tax forms.

You should try to think of template applications for every document or file you create.

II. Install Multiple Printers in AppleWorks

AppleWorks lets you add up to three printers to its Printer Menu. Power users need that capability; they often have more than one printer connected to their Apple II system. However, most of us use one printer, and list only that printer on our AppleWorks Printer Menu.

We suggest that you tell AppleWorks that you have three printers, even if you have only one. By installing three different configurations of your printer in AppleWorks, you can store up to three different configurations for that printer. For example, you can define one printer as a "Single Sheet Printer". All you do is add the printer to the menu a second time, name it "Single Sheet" and change the "Stop at the end of each page" setting to "Yes". Then you can use either continuous feed or single sheets of paper without reconfiguring your system.

This technique adds significant flexibility to AppleWorks. For example, the AppleWorks 3.0 word processor can store up to six Special Codes for each printer. By adding additional printers to AppleWorks you can access up to eighteen codes instead of the original six.

III. Use the Cursor Movement Commands

We won't list the 100+ improvements Claris made to version 3.0 of AppleWorks, but we find that many users have not discovered the new cursor movement commands available in AppleWorks 3.0. *Figure 3* contains a list of those commands.

These commands make it easy to move the cursor to any position on the screen. We suggest that you experiment with the commands until they become second nature to you.

IV. Word Processor: Controlling Page Breaks

You are probably familiar with AppleWorks' New Page Command that lets you tell the program where to start a new page. The problem with New Page is that the command resides at a specific location in your file. Each time you add or delete text, you must remove and reinsert New Page Commands to control the pagination of the edited document.

Fortunately, there is a better way to control the page breaks in documents.

Figure 3: Cursor Movement Commands

Command	Word processor	Data Base	Spreadsheet
Apple-Right Arrow:	Next word	End of word/category/screen	Right one screen
Apple-Left Arrow:	Previous word	Beginning of word/category/screen	Left one screen
Apple->:	End of line	Last category	Last used column
Apple-<:	Beginning of line	First category	First used column
Apple-Return:	Beginning of next line		
Apple-Tab:	Next tab marker	Previous category	Left one cell
Control-Tab:	Previous tab marker		
Apple 1-9:	First/last line	First/last record	First/last row

AppleWorks lets you define any block of text as a "group" that the program will not split between pages. If the entire block does not fit on the current page, AppleWorks skips to the top of the next page and prints the block together on that page.

The Group Begin and Group End Commands on the word processor Options Menu let you define the "group" (or "block") of text. As you can see from the example in *Figure 4*, inserting a Group Begin Command at the beginning of a list and a Group End Command at the end of the list insures that AppleWorks will not insert a page break in the middle of the list.

Figure 4: Using Group Begin/Group End

```
File: ARTICLE                    REVIEW/ADD/CHANGE                Escape: Main Menu
<----><----><----><----><----><----><----><----><----><----><----><----><----><---
and should consider the following points when writing user documentation:

--------Indent: 4 chars
--------Group Begin
1.  State your objectives or purpose early in the body of the text.

2.  Make certain your readers understand the context for the points you make
    in that section of the document.

3.  List any required equipment, software, and supplies before starting on
    the step-by-step procedures.

4.  Include all step-by-step descriptions within numbered paragraphs.
--------Group End

--------Indent: 0 chars
One of the most difficult parts of writing is to first tell the readers
everything they need to know without digressions. You will be tempted to tell
them either too little (because it is tedious to write every detail) or too
much (by telling them all the tricks you've learned). The tricks are
------------------------------------------------------------------------------
Type entry or use ⌘ commands          Line 22  Column  1          52K Avail.
```

You will find many uses for the Group Begin/End Commands. For example, teachers can control the page breaks in tests by putting each test item within its own pair of Group Begin/End Commands. Writers can ensure that headings do not print by themselves at the bottom of a page by putting a Group Begin Command before each heading and a Group End Command at the end of the following paragraph.

V. Data Base: Create 30 Categories

AppleWorks' data base module lets you add and delete categories from a file whenever you want; even after you enter data into the file. However, AppleWorks cannot redesign its custom screen layouts or report formats when you add or delete categories. Instead, the program loses those formats whenever you change the internal category structure of a file. Thus, there is good reason to avoid adding or deleting categories after you start working with a data base.

Although adding or deleting categories destroys your custom screens and printed reports, AppleWorks lets you change existing category names without penalty. Therefore, the trick is to create thirty categories in every data base file and never add or delete categories in that file.

You can assign any name you want to the extra categories and then use the Apple-N command to rename the categories when you need them. We name the extra categories "." so they do not take up much room on the AppleWorks screen.

Figure 5: Insert Records Screen in Default Format

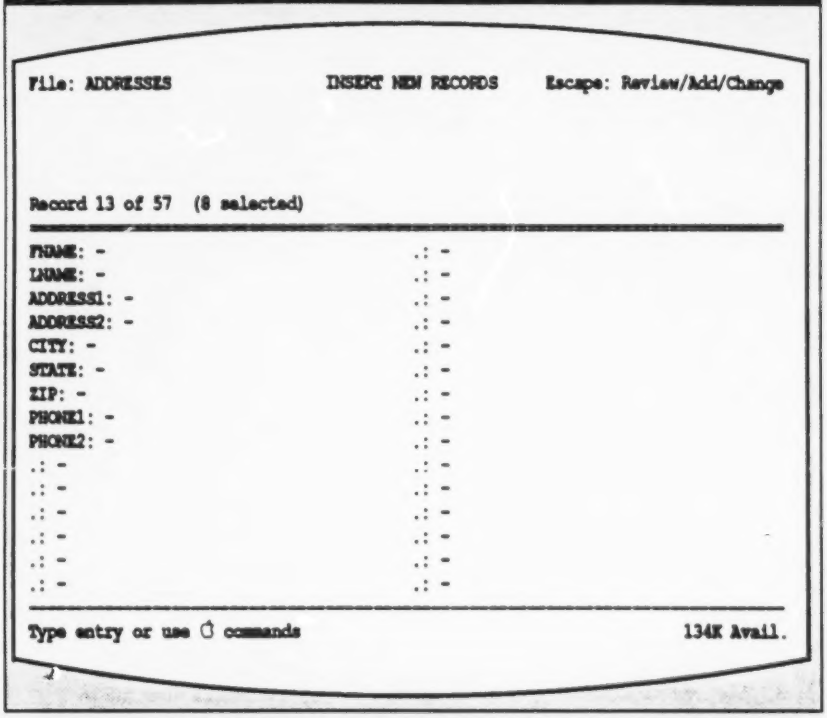
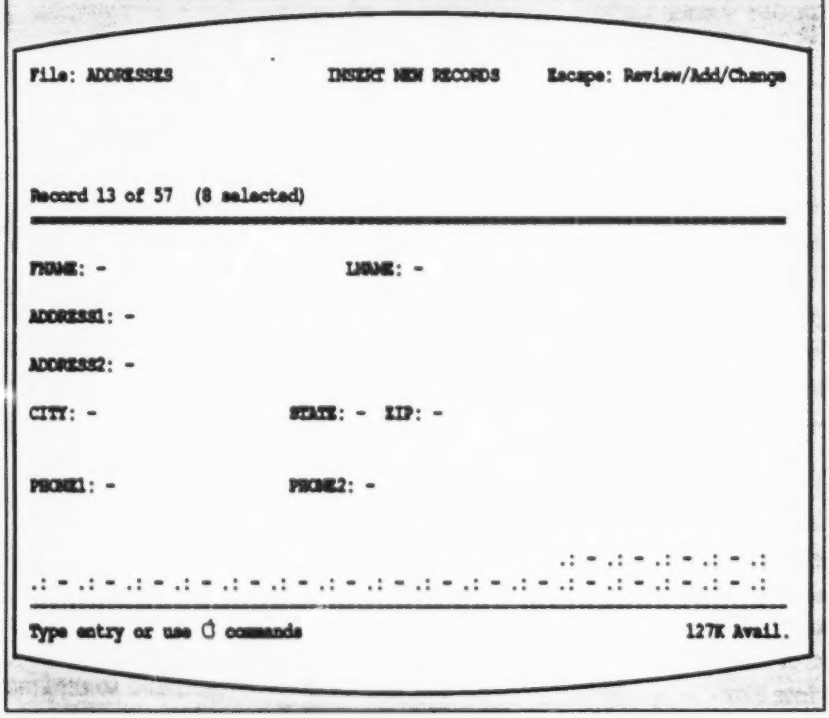


Figure 6: Customized Insert Records Screen



Since you always want to maintain thirty categories, you should never delete a category from a file. Instead, use the Apple-N command to change an unwanted category name back to "." and remove all the data from that category.

The easiest way to remove the data is to show the category on the multiple record layout screen, blank the first record by entering an Apple-Y, and using Apple-" (see below) to copy the blank data into all the records in the file.

VI. Data Base: Customize the Single Record Layout

AppleWorks makes it easy to create a new data base: You simply enter the category names and start entering data. The program automatically creates the familiar "default" Insert Records and Single Record Layout screen that appears in *Figure 5*.

Although many users keep the default format, AppleWorks offers an Apple-L command that lets you customize the screen so it looks like the example in *Figure 6*.

The arrangement of the categories in *Figure 6* is more readable, lets you make longer entries in the address categories, and puts the extra categories at the bottom of the screen where they are less intrusive.

To customize the single record layout, get a record on the screen in Review/Add/Change mode and issue an Apple-L. (AppleWorks "beeps" if you enter an Apple-L in Insert Records mode. Press the Escape Key and then issue an Apple-L if your computer beeps.) Then you can move the categories around the screen with the same keystrokes you use to develop a Labels Format Report. Press the Escape Key when you are done and select "Left to right, top to bottom" as the desired direction for cursor movement.

Step-by-step directions for customizing the single record layout appear in the AppleWorks documentation and in the article entitled "How to Get Started with the Data Base Module" in the November 1989 issue of the ***AppleWorks Forum***.

VII. Data Base: Use Apple-V and Apple-"

AppleWorks offers two keystroke commands that make it easy to enter repetitive data into many records. The Apple-V command lets you create default entries that automatically appear in all new records. The Apple-" command copies data between existing records.

You use Apple-V when you can predict the entries in one or more categories for all new records you will add to your file. For example, a business that draws most of its customers from a single city can use the Apple-V command to enter the city and state as default entries for all new records.

You use Apple-" to add data to existing records. For example, to change the ZIP code for everyone who lives in a certain city or to put "USA" in all the records in a file.

Note that Apple-V and Apple-" serve different functions. Apple-V inserts data into new records; it does not affect existing records. Apple-" inserts data into existing records; it does not affect new records.

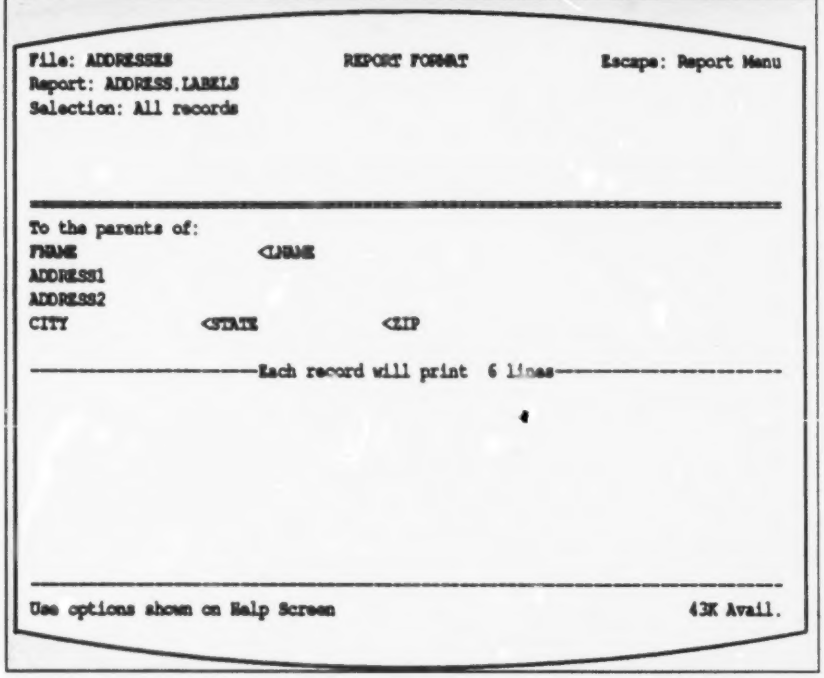
Step-by-step directions for using the Apple-V and Apple-" commands appear in the AppleWorks documentation.

VIII. Data Base: Printing Text on Labels

Imagine the teacher who wants to mail letters to the parents of the children in his or her class. Preparing the necessary mailing labels is easy. Follow these steps to print "To the parents of:" on the line above each student's name:

1. Use AppleWorks' Apple-N command to change the name of one of the extra categories to "To the parents of".

Figure 7: Label Format Report with Constant Text Entry



2. Prepare a standard label format report with the "To the parents of" category on the line above the FNAME and LNAME categories.
3. Put the cursor on the letter "T" in "To the parents of" and issue an Apple-V command. Your screen will look like the example in *Figure 7*.

Issuing an Apple-V command when you create a label format report tells AppleWorks to print the category name on each label. AppleWorks will comply and will print "To the parents of:" on the line above each student's name.

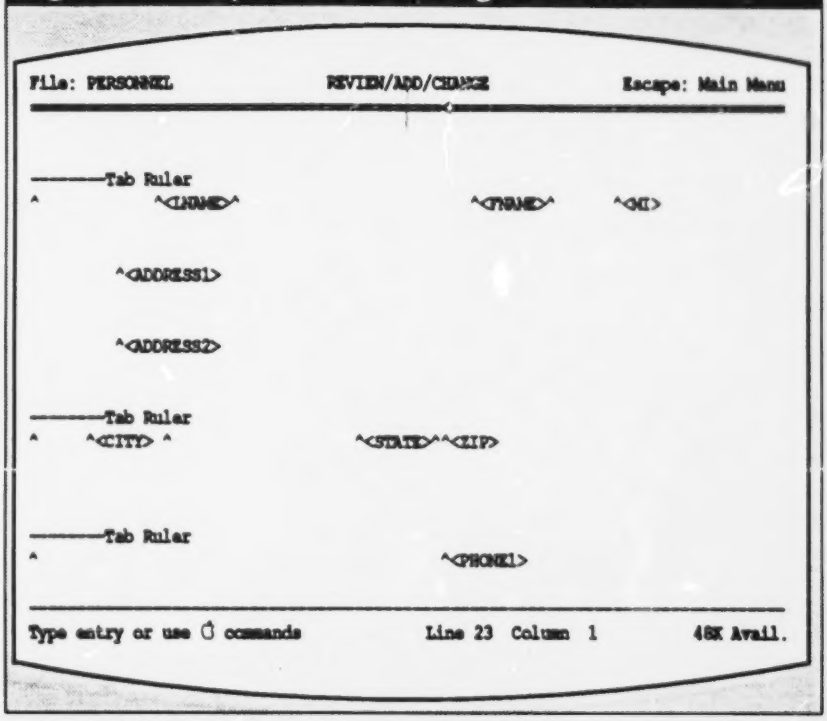
You can use this technique to print text anywhere on the label.

IX. Spreadsheet: How to Enter Long Formulas

AppleWorks' powerful spreadsheet module encourages users to develop increasingly complex spreadsheet templates and models. Many of these applications include formulas that use the branching and text-manipulating capability provided by AppleWorks' @LOOKUP, @IF, and @CHOOSE functions.

Unfortunately, these operations often involve lengthy formulas, and there is a limit to the length and com-

Figure 8: Template for Printing on Forms



plexity of the formulas you can enter into AppleWorks. Here are two techniques you can use when you reach those limits:

1. AppleWorks inserts "Value: " or "Label: " in front of each entry when you first enter a formula or label. As a result, the program will only accept up to 70 characters in a formula. Fortunately, AppleWorks lets you enter up to 77 characters when you edit the formula.

   Type a part of the formula and press the Return Key to enter the formula into the spreadsheet. (Your partial formula must be "legal", otherwise AppleWorks will beep and reject your entry.) Then issue an Apple-U command to bring the formula back onto the Edit Line and complete your entry.

2. Replace a series of arithmetic or logical operations in the formula by referring to a "working cell" that does those operations. For example, you can replace `@SUM(B1...B10)` in the formula `@IF(@SUM(B1...B10)>100,"BUY","HOLD")` with `@IF(B11>100,"BUY","HOLD")` if you store the sum of B1 through B10 in B11.

X. Use the Mail Merge Module to Fill in Forms

Ever wonder how to use your data base file to fill in pre-printed forms? The trick is to use AppleWorks' mail merge module. Follow these steps:

1. "Print" any subset of your data base file "To the clipboard (for mail merge)".
2. Use a ruler to determine the location of each blank on the pre-printed form. Define each location as the number of lines down the page and spaces from the left margin of the page.
3. Create a word processor template that uses tabs to position each mail merge field in the template. The tabs insure that each field will print at the same location on every form. (If you insert spaces, AppleWorks will move the second and third mail merge categories on each line depending on the length of the earlier entries on that line.)

Your completed template should look like the example in *Figure 8*.

Conclusion

We offer these tips and suggestions to the AppleWorks community with some trepidation. No doubt you have different, and perhaps more significant favorites. So now it is your turn. Send your favorites to "My Favorite Tips", NAUG, Box 87453, Canton, Michigan 48187.

[Warren Williams is a Professor of Educational Technology at Eastern Michigan University and President of the National AppleWorks Users Group. Dr. Williams has written more than 150 articles about AppleWorks.]

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